

# 2-WAY MEMO

Subject:

To:

FOLD

MESSAGE

FOLD

**INSTRUCTIONS**

Use routing symbols whenever possible.

**SENDER** (*Originator of message*):  
Use brief, informal language.  
Conserve space.  
Forward original and one copy.

**RECEIVER** (*Replier to message*):  
Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

REPLY

From:

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

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